

Appendix 5 - Sample Commitment Recording Sheet

Theme	Outcomes	Measures	Unit of measurement	Current status at organisational level	Anticipated delivery at organisational level for year commencing 1st April 2022	Targeted delivery commitment for PCC contract
Jobs: Promote Local Skills and Employment	More local people in employment	No. of direct employees (FTE) hired or retained	No. people FTE	50	50	50
		No. of LOCAL direct employees (FTE) hired or retained - see definition of local in key above	No. people FTE	25.00	40.00	20.00
			As a percentage of total workforce	50.00%	80.00%	40.00%
		No. of residents (FTE) from the listed sub-localities directly employed - see definition of sub-localities in key above	No. people FTE	15.00	20.00	18.00
			As a percentage of total workforce	30.00%	40.00%	36.00%
	More opportunities for disadvantaged people	No. of employees (FTE) directly employed who were previously long term unemployed (unemployed for a year or longer)	No. people FTE			
			As a percentage of total workforce	0.00%	0.00%	0.00%
		No. of employees (FTE) directly employed who are Armed forces veterans employed	No. people FTE			
			As a percentage of total workforce	0.00%	0.00%	0.00%
		No. of employees (FTE) directly employed who are NEET's - Not in employment, education or training	No. people FTE			
			As a percentage of total workforce	0.00%	0.00%	0.00%
		No. of employees (FTE) directly employed who are Rehabilitation or ex-offender	No. people FTE			
			As a percentage of total workforce	0.00%	0.00%	0.00%
		No. of employees (FTE) directly employed who are Recognised as having mental health, physical or cognitive disability	No. people FTE			
			As a percentage of total workforce	0.00%	0.00%	0.00%
		No. of employees (FTE) directly employed who are From a Black, Asian and minority ethnic minority	No. people FTE	10.00		
			As a percentage of total workforce	20.00%	0.00%	0.00%
		No. of 16-25 y.o. care leavers (FTE) hired.	No. people FTE			
			As a percentage of total workforce	0.00%	0.00%	0.00%
	No. of women (FTE) hired.	No. people FTE				
		As a percentage of total workforce	0.00%	0.00%	0.00%	
	No. of mothers returning to work (FTE) hired	No. people FTE				
		As a percentage of total workforce	0.00%	0.00%	0.00%	
	No. of hours of support into work provided to unemployed people through career mentoring, including mock interviews, CV advice, and careers guidance - (over 24 y.o.)	No. hrs				
Improved skills	No. of staff hours spent on local school and college visits in a 12 month period e.g. delivering careers talks, curriculum support, literacy support, safety talks (including preparation time)	No. staff hours				
		No. of visits				
	No. of weeks of training opportunities in a 12 month period (BTEC, City & Guilds, NVQ, HNC)	No. weeks				
	Number of active apprenticeships offered through business activities in a 12 month period	No. people FTE				

Theme	Outcomes	Measures	Unit of measurement	Current status at organisational level	Anticipated delivery at organisational level for year commencing 1st April 2022	Targeted delivery commitment for PCC contract
	Improved skills for disadvantaged people	No. of weeks of training opportunities (BTEC, City & Guilds, NVQ, HNC) that have either been completed in a 12 month period - Level 2,3, or 4+ - delivered for disadvantaged groups (e.g. NEETs, under-represented gender and ethnic groups, disabled, homeless, rehabilitating young offenders)	No. weeks			
		No. of weeks of apprenticeships in a 12 month period - Level 2,3, or 4+ - delivered for disadvantaged groups (e.g. NEETs, under-represented gender and ethnic groups, disabled, homeless, rehabilitating young offenders)	No, people FTE			
	Improved employability of young people	No. of hours dedicated to support young people into work in a 12 month period (e.g. CV advice, mock interviews, careers guidance) - (under 24 y.o.)	No. hrs (total session duration)*no. attendees			
		No. of weeks spent on meaningful work placements or pre-employment course in a 12 month period; 1-6 weeks student placements (unpaid)	No. weeks			
		Meaningful work placements that pay Minimum or National Living wage according to eligibility in a 12 month period - 6 weeks or more (internships)	No. weeks			
		Meaningful work placements that pay Real Living wage according to eligibility in a 12 month period - 6 weeks or more (internships)	No. weeks			
Social: Healthier, Safer and more Resilient Communities	More opportunities for local suppliers & MSMEs	Total amount spent on supply chain in a 12 month period	£			
		Total amount (£) spent on LOCAL supply chain in a 12 month period	£			
		Total amount (£) spent on LOCAL supply chain as a percentage in a 12 month period	%	#DIV/0!	#DIV/0!	#DIV/0!
		Total amount (£) spent on LOCAL supply chain micro, small and medium enterprises (MSMEs) in a 12 month period	£			
		Total amount (£) spent on LOCAL supply chain micro, small and medium enterprises (MSMEs) as a % in a 12 month period	%	#DIV/0!	#DIV/0!	#DIV/0!
		Total amount (£) spent on specified sub-locality supply chain in a 12 month period	£			
		Total amount (£) spent on specified sub-locality supply chain as a percentage in a 12 month period	%	#DIV/0!	#DIV/0!	#DIV/0!
		Total amount (£) spent on specified sub-locality supply chain micro, small and medium enterprises (MSMEs) in a 12 month period	£			
	Total amount (£) spent on specified sub-locality supply chain micro, small and medium enterprises (MSMEs) as a % in a 12 month period	%	#DIV/0!	#DIV/0!	#DIV/0!	
	Support for Voluntary, Community and Social Enterprises	Equipment or resources donated to Voluntary, Community and Social Enterprises (£ equivalent value) in a 12 month period	£			
		Number of voluntary hours donated to support Voluntary, Community and Social Enterprises (excludes expert business advice) in a 12 month period	No. staff volunteering hours			
	More working with the Community	Donations or in-kind contributions to local community projects (£ & materials) in a 12 month period	£ value			
		No. of hours volunteering time provided to support local community projects in a 12 month period	No. staff volunteering hours			
	Reducing inequalities	Percentage of staff directly employed paid at least the relevant Real Living wage as specified by Living Wage foundation	%			
		Prime contractor's median gender salary pay gap for staff	% Median gender pay gap			
		Equality, diversity and inclusion training provided both for staff and supply chain in a 12 month period	No. hrs (total session duration)*no. attendees			
		Percentage of sub-contractors typically engaged with in the supply chain to pay at least Real Living wage in a 12 month period	%			
	Improving staff wellbeing and mental health	No. of employees in a 12 month period that have been provided access to multidimensional wellbeing programmes that include flexible working time arrangements; healthy nutrition options; physical health programmes; a health risk appraisal questionnaire; access to health and wellbeing resources (e.g. a tailored health improvement web portal; wellness literature; and seminars and workshops focused on identified wellness issues)	No. Employees			
		No. of employees in a 12 month period provided with workplace screening and support for anxiety and depression	No. Employees			
	Ethical Procurement is promoted	Number and type of initiatives throughout the supply chain to identify and manage the risks of modern slavery occurring (i.e. supply chain mapping, staff training, contract management)	No. initiatives			
Number of supply chain audits undertaken in the supply chain in a 12 month period, to identify and manage the risk of modern slavery occurring in relation to the contract		No. audits				
Modern slavery policy in place, implemented across organisation and monitored against compliance measures		Y/N - Provide description in Quality Assessment Response				

